



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

May 15, 2007

SEMINAR ANNOUNCEMENT

Certified Electronic Operator (CEO) Training Seminar and Webcast

August 10, 2007

Hall of Justice Conference Center

Lansing, Michigan

INTRODUCTION

The State Court Administrative Office (SCAO) is pleased to announce a half-day seminar specifically for court personnel involved in court proceedings. This seminar qualifies as a post-high school board approved workshop and qualifies attendees to register for the Certified Electronic Operators (CEO) certification examination. Participants may attend the educational session as an on-site seminar at the Hall of Justice Conference Center in Lansing, or via the internet as a live webcast. On-site participants will be selected on a first-come, first-served basis.

DESCRIPTION

This seminar is designed to provide participants with the essentials of preserving an accurate and complete record of court proceedings. The seminar covers the following topics related to recording and transcribing the record:

- Ethics and courtroom proceedings.
- Recording equipment, daily recording procedures, and marking exhibits.
- Logging and trial procedures.
- Legal words and phrases.
- What to expect the day of the exam.

SEMINAR SCHEDULE

9:15 – 9:30 a.m.

9:30 – 12 Noon

12 Noon

Registration

Certified Electronic Operator Training Seminar and Webcast

Seminar Concludes

PARTICIPANTS

This seminar is designed for court personnel who may be required to record court proceedings. On-site attendance is limited to 20 attendees. There is no limit for the number of webcast participants.

SEMINAR REGISTRATION REQUIRED

Registration for On-Site Attendance:

Seating is limited and will be on a first-come, first-served basis.

Please complete the attached registration form either electronically or by hand and fax to Trial Court Services (TCS). A downloadable version of this program announcement is also available via our website at: <http://courts.michigan.gov/mji/>. From the SEMINARS/WEBCASTS menu, select SEMINAR ANNOUNCEMENTS, then click on **“Certified Electronic Operator (CEO) Training Seminar.”**

Registration for Individual Viewing of LIVE Webcast:

If you have received a copy of this announcement electronically, you may click the E-Register WEBCAST link below to register online.

E-Register WEBCAST

If you received this announcement in hard copy, you may register electronically from our website at: <http://courts.michigan.gov/mji/>. From the SEMINARS/WEBCASTS menu, click WEBCAST REGISTRATION, then click on **“WEBCAST: Certified Electronic Operator (CEO) Training Seminar.”** You will receive a session PIN five days prior to the session.

Please test the computer intended to be used during the webcast to ensure webcast compatibility. Use the “test” option on the MJI web page OR view one of the archived MJI programs. For technical difficulties please call the You-Niversity.com help desk @ 1-877-867-7300.

Those viewing the archived webcast AFTER the Lansing seminar (8/10/07) do NOT need to register in advance. Please watch for an announcement in the weekly SCAO mail as to when the webcast is posted and available to view through the MJI website.

Registration for LIVE Large Group Viewing of Webcast: If you are interested in attending the seminar as part of a group viewed webcast, please test your technology in advance to ensure that it has the capacity to receive the audio and video stream via the internet. Only ONE person needs to register on-line as a representative for the viewing group.

CONFIRMATION

Applicants for webcast participation will be e-mailed a PIN, as well as other log-on instructions, five days prior to the date of the seminar.

Applicants for on-site attendance will be mailed a confirmation letter detailing specific on-site registration information. If you have not received a confirmation letter by Monday, July 30, please contact Trial Court Services (TCS) as indicated below.

INCIDENTALS

Participants will receive coffee, tea, and ice water throughout the seminar. All other incidentals including dinner, mileage, parking, entertainment, phone calls, etc., are the responsibility of the individual or his/her funding unit.

SCAO programs are offered at facilities that accommodate persons with disabilities. If you require a special accommodation during the program, please indicate your needs on the attached registration form.

QUESTIONS

If you have questions about the webcast technology, please contact Cathy Weitzel at WeitzelC@court.mi.gov or call (517) 373-7510. If you have questions concerning the registration process or the content of the program, please contact Connie Daiss at daissc@courts.mi.gov or call (517) 373-9526.

Registration Deadline is Friday, July 27, 2007

**STATE COURT ADMINISTRATIVE OFFICE
TRIAL COURT SERVICES
ON-SITE REGISTRATION FORM**

**Certified Electronic Operator (CEO)
Training Seminar and Webcast
August 10, 2007
Hall of Justice Conference Center
Lansing**

NAME (Mr/Ms): _____

TITLE: _____

COURT/OFFICE: _____

ADDRESS: _____

_____ **ZIP CODE:** _____

TELEPHONE:() _____ **E-MAIL:** _____

Signature of Applicant _____ Date _____

Signature of Supervisor _____ Date _____

Fax completed and **SIGNED** Registration Form by **Friday, July 27, 2007**, to:
Connie Daiss, Fax: (517) 373-0974